

DJS COMMUNITY DETENTION OFFICER SUPERVISOR (2559)

I. NATURE OF WORK:

A DJS Community Detention Officer Supervisor is the supervisory level of work providing supervision and guidance to juveniles under court ordered placement in the Department of Juvenile Services Community Detention Program. Employees ensure juveniles' compliance with the terms and conditions of community detention through supervision, field visits, surveillance and electronic monitoring. Employees in this classification supervise DJS Community Detention Officers.

Employees in this classification receive general supervision from a designated administrator. Employees may be required to work evenings, night, weekends and holidays and are subject to call-in duty. The work requires travel to various locations, such as schools, homes, places of employment and court to investigate and confirm location of juveniles. Employees may be subject to verbal abuse by juveniles and will be required to remain calm in stressful situations involving agitated, irate or overwrought juveniles and family members.

The DJS Community Detention Officer I, DJS Community Detention Officer II and the DJS Community Detention Officer III are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. The DJS Community Detention Officer I learns to perform duties under close supervision. The DJS Community Detention Officer II performs duties under close supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed. The DJS Community Detention Officer III performs the full range of duties under general supervision. The DJS Community Detention Officer III differentiated from the DJS Community Detention Officer Supervisor in that the DJS Community Detention Officer III does not have supervisory responsibilities.

II. EXAMPLES OF WORK: (Examples are illustrative only)

- Supervises DJS Community Detention Officers;

- Trains and provides direction to staff on the application of and community detention laws, regulations, policies and procedures policies and procedures;

- Monitors staff activities to prioritize workload, identify case progress and provide direction and guidance on case complexities and disposition;

- Monitors and evaluates case records in the automated database system to ensure the accurate, timely and complete documentation of case activities and files;

- Provides supervision and guidance to juveniles under court ordered placement in the Department of Juvenile Services Community Detention Program;

- Conducts daily face-to-face contacts, electronic monitoring, and telephone contact with juveniles and family to ensure continued compliance with the terms and conditions of community detention such as counseling requirements, diversion programs, etc.;

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Instructs juveniles and families in activities related to terms and conditions of community detention, such as conditional release, home, school or office visitations, educational or employment requirements, alcohol and drug abuse treatment program participation or restitution payment requirements;

Assists juveniles and their families in obtaining available social resources of the community;

Encourages and assists juveniles in adopting positive life skills;

Consults with juvenile case managers, legal representatives, court representatives, and families to advise on juvenile's adjustment in program, home, school and community;

Evaluates and documents juveniles' progress on the Community Detention Program;

Assesses problems that may occur in the home or community based program or in emergency and crisis situations, makes appropriate contacts and referrals, and provides assistance as necessary;

Prepares reports and make recommendations on the appropriate course of action concerning incidents, violations, emergencies, conditional release or institutionalization of juveniles;

Prepares and maintains documentation and records on juveniles in database system;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, and positive life skills, in order to maintain knowledge of juvenile needs, counseling methods and trends in the juvenile services field and maintain certification;

May testify in court;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations, policies and procedures applicable to the juvenile community detention program;

Knowledge of the principles, techniques and practices associated with positive behavioral modification of juvenile anti-social patterns of behavior;

Knowledge of the processes and procedures of the juvenile court system;

Knowledge of the public and private resources addressing juvenile service needs in the areas of employment, education, health, detention, and law enforcement;

Skill in utilizing various types of electronic monitoring equipment;

Skill in interviewing juveniles and family members to obtain and clarify information and explain procedures and expectations;

Skill in evaluating juveniles' treatment progress and compliance with terms and conditions of community detention;

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Skill in using computer systems to maintain case records, identify problems, produce reports and access informational resources;

Ability to train and supervise Community Detention Officers;

Ability to create suitable calling pattern for juveniles on electronic monitoring;

Ability to prepare accurate and complete factual reports;

Ability to observe, interpret and record behaviors of juveniles with patterns or histories of unacceptable social behavior;

Ability to interact with agitated or overwrought juveniles and family members in a calm manner;

Ability to maintain confidentiality of juvenile case material and related information;

Ability to testify in court proceedings;

Ability to communicate effectively with staff from juvenile services facilities, parents and families, court personnel, attorneys, law enforcement personnel, representatives from public and private organizations and the general public.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Three years of experience providing supervision and guidance to juveniles in a court ordered community or home detention program.

- Notes:
1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
 2. Two years of experience providing supervision and guidance to youth in a juvenile facility or juvenile services community program for at-risk youth may be substituted for one year of the required experience.
 3. Possession of an Associate of Arts degree in Criminal Justice or the social or behavioral sciences or sixty credit hours from an accredited college or university, including 15 hours in criminal justice or the social or behavioral sciences may be substituted for one year of the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certificates while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:
 - U.S. Citizenship or Resident Alien status
 - Must be at least 18 years of age
 - A thorough background check, including fingerprinting and drug testing
 - An oral interview, and
 - Physical and psychological examinations.
2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification